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**GENERAL DATA REQUEST FORM**

Please email the completed form to

Judy.Merriman@state.sd.us

**The data you are looking for may already be available on the DOE website. Please review the data at the following URLs prior to submitting this form:** [**https://doe.sd.gov/ofm/enrollment.aspx**](https://doe.sd.gov/ofm/enrollment.aspx), [**https://doe.sd.gov/ofm/statdigest.aspx**](https://doe.sd.gov/ofm/statdigest.aspx), [**https://doe.sd.gov/data/staffing.aspx**](https://doe.sd.gov/data/staffing.aspx), [**https://sdschools.sd.gov/#/home**](https://sdschools.sd.gov/#/home)**, and** [**https://doe.sd.gov/ofm/edudir.aspx**](https://doe.sd.gov/ofm/edudir.aspx)**.**

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| Requestor’s Name: |       | Date Requested: |       |
| Dept/Company: |       | Date Needed: |       |
| Phone: |  | Note: It can take 30-45 days to receive your data request. Please plan accordingly. ASAP is not an acceptable response. |
| Email: |       |
| Reason for the Data Request and what it will be used for: \**Be specific (Ex – needed for federal/state reporting purposes, legislative request, research purposes, etc)*      |
| [ ]  This is an informal information request [ ]  I will publish or share this data with the public |
| Frequency of Request: [ ]  One Time Request [ ]  Other, describe frequency:      |
| Format: [ ]  Excel [ ]  PDF [ ]  Other:       | [ ]  Sort data by:       |
| School Year(s) needed:       | District Type:<https://doe.sd.gov/ofm/edudir.aspx> | School Type: |
| Level of Aggregation[ ] State Level Data [ ] District Level Data [ ] School Level Data | *Choose one or more of the following:* | [ ] 00 System Wide (Checking this will include all of the below School Types)*OR choose one or more of the following:* |
| [ ] 10 Public [ ] 20 Non-Public (Private)[ ] 30 Tribal/BIE[ ] 40 Cooperatives/Multi-Districts[ ] 60 Special Population Schools[ ] 70 Comm. Based Service Providers[ ] 80 State Special Schools[ ] 90 Alternative |
| [ ] 03 Elem EC06[ ] 19 Elem EC08[ ] 04 Secondary 0912[ ] 05 Middle/Junior High 0508[ ] 07 SPED EC12[ ] 09 Alternative 0712[ ] 10 Alternative KG06[ ] 11 Preschool ECPK | [ ] 13 Contract In-State KG12[ ] 14 Contract Out-of-State KG12[ ] 16 Adj Training Centers 0712[ ] 23 Virtual Elem EC06[ ] 29 Virtual Elem EC08[ ] 24 Virtual Secondary 0912[ ] 25 Virtual Middle/Jr High 0508[ ] 90 Auxiliary Placement Programs KG12 |
| Do you want the data pulled as of a certain date? *\*Be specific (Ex - Need 3rd graders enrolled as of April 17th)* [ ]  Specific date      [ ] Current production data (changes daily) |
| [ ]  **Student Data Request** *\*Minimum N-Size = 10. All cells with less than 10 students will be suppressed to protect student privacy. Please select the appropriate student data elements needed below.*[ ]  Duplicate Student Count OK (Ex – Count kids who have transferred)[ ]  Do Not Duplicate Student Count[ ]  Race/Ethnicity, please specify if wanting just certain race/ethnicity categories:      [ ]  Gender [ ]  Grade[ ]  Age [ ]  Enrollment Start Date[ ]  Enrollment End Date[ ]  Enrollment Exit Code[ ]  Resident District[ ]  Attending District [ ]  ELL (English Language Learner)[ ]  Free/Reduced Lunch**Special Education Data:**[ ]  Disability, please specify:      [ ]  Special Ed Category, please specify:      [ ]  On Child Count Date [ ] Other Date, please specify:      [ ]  Special Ed Start Date **Additional Data Elements Needed:**(If you need data elements not listed above), please specify:       | [ ]  **Teacher/Staff/Administrator Data Request**\**Please select the appropriate data elements needed below.***Staff Type:**[ ]  Certified [ ]  Not Certified [ ]  Non-Authorized (Has certificate but not authorized for assignment)**Position Type:**[ ]  Administrators, please specify:       [ ]  Teachers [ ]  School Service Specialists[ ]  Other School Personnel, please specify:       **Assignment Codes**: Codes can be found at: <https://doe.sd.gov/prf>[ ]  Class Assignment, please specify:       **Assignment Category:**[ ]  CTE [ ]  Language Arts [ ] Math [ ]  Science [ ]  Social Science[ ]  Music [ ]  Fine Arts [ ]  Self Contained [ ]  PE Health [ ]  Religion[ ]  Special Ed (Non-Core) [ ]  ESL (Non-Core) [ ]  World Language[ ] Military [ ]  Miscellaneous [ ]  Non-Credit**Number of Staff:**[ ]  Based on Full Time Equivalency by Assignment [ ]  Headcount[ ]  Based on Full Time Equivalency by Total FTE **Salary:**[ ]  Total Salary [ ]  Instructional Salary [ ]  Salary based on Assignment [ ]  Admin/School Service Specialist Salary **Categories:**[ ]  Age [ ]  Gender [ ]  Instructional Experience[ ]  Admin/School Service Specialist Experience |
| Provide a detailed explanation of the data you are wanting with this request for data.       |
| **Note: Per Department of Education policy, we will not provide email addresses or contact information of K-12 Administrators, teachers, or staff. You can find contact information on the SD Educational Directory website at:** [**https://doe.sd.gov/ofm/edudir.aspx**](https://doe.sd.gov/ofm/edudir.aspx) **or on each school district’s individual website.**  |
| **Pursuant to SDCL Chapter 1-27, if there are costs involved in completing your request for data, the Department of Education will provide you with a time/cost estimate prior to moving forward with the data request. Our current fee is $43/hour for any request that takes more than 1 hour of staff time to compile.** |